

Campaign Finance Reporter Technical Bulletin Network Installation

Requires Version 2.1.2, which can be obtained from the Board offices. For Network installation with an earlier version, contact technical support at the numbers at the bottom of this page.

Prior to installation, create a folder on a network drive that you will use to store the Campaign Finance Reporter data. This should be a drive that can be accessed by all users who will be using the application. Make a note of the path to this folder.

Insert the CD into the first computer that is to run the application.

Click "Next" at the "Welcome" page.

Enter the "Customer Information" and click Next.

Unless you have a particular reason to change it, leave the "Install this application for" option set to its default, which is "Anyone who uses this computer".

Click "Next" on the "Destination Folder" screen unless you have a specific reason to install to some other destination. Normally the default destination is the correct one for a typical installation.

The next screen is the "Database Folder" screen. You will need to make a change to the default on this screen.

On the "Database Folder" screen, click the "Change" button. You will see default folder.

You must change the path to the folder that you have set up for the shared data. You can do this by typing the exact path in the "Folder name" bar at the bottom of the screen, or by browsing to the folder.

To browse to the folder, click the down arrow to the right of the "Look in" bar. The dropdown will show you all of the drives that can be accessed by this computer. Select the drive that holds the folder that you have established for your data. In the folders section below the "Look in" bar, you will see the root folders for that drive. Double click on folders until you are at the destination folder that you set up for the data. The path should be displayed in the "Folder name" bar at the bottom of the screen.

Click "OK". You will be returned to the "Database Folder" screen, which should now display your data folder path below the line that says "Install Campaign Finance Reporter database to:".

Click "Next". The "Ready to Install" screen will open with a summary of the installation settings. Click the "Install" button.

The rest of the installation will occur automatically. Upon completion, you will see the "Installation Completed" screen. Click "Finish" to close the installer.

Repeat for each other PC that will use the application on the network, taking care to be sure that the database folder is the same on each. Once completed, you can create a committee using one of the PC's. Each of the other PC's should then see the new committee and be able to open it.

Contact Tech Support at 651-282-6893 or 800-657-3889 if you have questions or problems.